

MINUTES

Reading Parking Authority

October 24, 2012

The Reading Parking Authority held their meeting on Wednesday, October 24, 2012 at 5:30 P.M. in their office at 613 Franklin Street, Reading, PA.

Board Members Present

Mike Polyak, Vice Chairman

Mark Cianciosi, Treasurer

Dr. Gary Wegman, Board Member

Bernardo Carbajal, Board Member

Absent

George Cook, Chairman

Others Present

Christina Gilfert, Acting Executive Director, RPA

James Lillis, Solicitor

Jim Gavin, Masano Bradley Law Offices

Guest(s)

Larry Murin, City of Reading

Alan Shuman, Shuman Development Group

Carole Duran, Reading Eagle

Robert Brookins

The meeting was called to order by the Vice Chairman of the Board at 5:30 PM.

Public Comments

Mr. Robert Brookins shared his displeasure with an experience with the Parking Enforcement Supervisor, Mr. Jon Haney. Mr. Brookins had received a street cleaning ticket near the Citadel because he was helping with the students during a fire emergency. Mr. Brookins was upset with Jon Haney's attitude during the complaint process. The board thanked Mr. Brookins for sharing the information with the board and would look further into the issue.

Mr. Larry Murin presented to the board the following proposals for consideration.

Loan from RPA to City

- \$160,000, three year term, 0% interest, quarterly payments.
- Finances the conversion of traffic signals from incandescent to LED at 70 intersections.
- Met Ed rebates \$30,000 to fund Mayor's Sustainability Office
- Net annual savings to the City is \$38,316 in electricity, \$12,470 maintenance

Mr. Wegman brought up concerns about the cost of creating a note. Perhaps it would be cheaper to "gift" the money to the City. The solicitor would provide a recommendation at the November meeting.

Mayor's Administrative Study Group

- RPA Commits to negotiate terms and conditions of the ASG (see attached outline)
- Annual RPA funding after agreement is reached not to exceed \$35,000
- Funding will support staff time, contracted services and miscellaneous operating costs in the Mayor's - Office of Public Service Delivery

Increase in Curb Rental Fees

- Current rate is \$400,000/year, fixed since 1997
- Current parking enforcement revenue generated is \$2.3 million in fines, \$600,000 in 'coins'
- Proposed 2013 Rental Fee is \$1,000,000
- Rental Fees beyond 2013 will be negotiated based on RPA finances.
- The scheduled PILOT increase from \$700,000 to \$750,000 is eliminated.

Develop an Integrated Parking Management Plan

- Mayor's Staff and RPA will work in collaboration
- Plan to be completed and proposed to RPA no later Feb. 1, 2013
- Elements to be considered: new technology, administrative efficiency, expansion of neighborhood parking controls, flexibility in rate setting by RPA.

Reading and Approval of the Minutes

Motion 2012-56 was made by Mr. Wegman to accept the minutes from the last meeting. The motion was seconded by Mr. Carbajal. The motion passed.

Correspondence

None.

Executive Director's Report

Budget 2013

Description	Off Street	On Street	Sovereign Center	BARTA	Total Budget
Wages	914,000	248,000	32,000	6,000	1,200,000
Utilities	190,000				190,000
Insurance	400,000				400,000
Repairs & Maintenance	128,000	9,000		3,000	140,000

Pension Plan	75,000				75,000
Taxes - Payroll	70,000	19,000	2,500	750	92,250
Bank Charges & Fees	55,000				55,000
Operating Supplies	30,400		3,600	1,000	35,000
Rent - Redevelopment Authority	24,000				24,000
Truck Expense (Repl., Repair & Maint.)	17,000	3,000			20,000
Legal	38,000		1,000	1,000	40,000
Telephone	20,000				20,000
Employee Training and Education	2,000				2,000
Office Supplies	18,000	7,000	1,000	1,000	27,000
Professional Fees	38,000				38,000
Accounting	11,000				11,000
Advertising	1,000	500	500		2,000
Dues & Subscriptions	1,000	500			1,500
Payroll Service	5,000				5,000
Computer Expenses	25,000	55,000			80,000
Travel	1,000				1,000
Miscellaneous Expenditures	9,000	3,000			12,000
Lease of Parking Meter Plant		400,000			400,000
Depreciation	1,650,000				1,650,000
Unemployment	25,000				25,000
City of Reading Contribution	1,050,000				1,050,000
TOTALS:	4,797,400	745,000	40,600	12,750	5,595,750

The 2013 budget is presented for board consideration. The Operating budget of \$5,595,750 is 1% greater than the 2012 budget of \$5,541,500. One of the most significant changes in the budget is the 38% increase (\$290,000 to \$400,000) projected for the Insurance line item. This item will cover the anticipated increases in Worker's Compensation and Health Insurance. An additional \$15,000 in computer expenses will also be required to replace some aging desktops. The Act 47 directed revenues from the Reading Parking Authority will increase from \$1,000,000 to \$1,050,000 in 2013.

Utilities should be reduced by 12% from \$215,000 in 2012 to \$190,000 in 2013. Electricity usage will continue to decrease as the lighting initiative continues into 2013. Wages will decrease slightly in 2013 due to the reduction of hours for the booth attendants and the elimination of a maintenance cleaner position

Capitol Improvement for 2013

- | | |
|---|------------------|
| 1. Utility Truck Replacement | \$17,000 |
| 2. Two Maintenance Truck Replacements | \$40,000 |
| 3. Civil Ticket Process (hardware, programming, scheduling, DJ) | \$17,000 |
| 4. Additional Pay in Lane Equipment - South Penn | \$30,000 |
| | \$104,000 |
| <hr/> | |
| 5. Resurface 7W | \$58,000 |
| 6. Revenue Control Equipment at 7 th and Washington | \$60,000 |
| 7. City wide parking availability signage | <u>\$650,000</u> |

TOTAL

\$768,000

\$872,000

***Note:**

I would like to continue with the restricted cash account to address emergency and unscheduled major construction requirements. Specific activities would include, but not be restricted to: parking deck replacement/repairs, revenue control repairs/replacements and upgrades, post tensioning repairs as it relates to emergency safety repairs, and catastrophic elevator maintenance. Based on the \$75 per space maintenance recommendation of the parking study the account should contain \$510,675. Additional monies would be required if an unscheduled major construction project is identified.

The budget was tabled until the November meeting.

South Penn Repair

Water proofing of the four effected garage levels was completed on 6 & 7 October. The garage was closed to prevent damage to the newly applied surface. The final pay application will include a partial payment for the change order for the water proofing application.

DoubleTree Pedestrian Bridge

Preliminary drawings are being reviewed by Bob Wardle this week. Construction should begin within the next few weeks and should be completed in approximately 45 days.

Bond Payment

The following bond payment is due on November 1, 2012:

2011	\$87,727.50	Interest
2011A	\$24, 727.50	Interest
2012	\$240,977.80	Interest & Principal
1993	<u>\$2,654,772.80</u>	Principal

\$3,008,205.60 Grand Total

Parking Authority Worker's Comp & General Liability Insurance

The Authority met with our insurance broker to discuss insurance for 2013. Our existing insurance expires the last day of November.

Reading & West Reading Corridor

I attended a meeting for the Penn Corridor Initiative Phase I at Olsen Design Architects on October 10, 2012. The group discussed way finding signs in Wyomissing, West Reading, and Reading. Lee Olsen of Olsen Design Architects will be presenting at the December board meeting about how parking garage signage can be included in this initiative.

Union Negotiations

The union ratified the contract on October 11, 2012. The contract is for two years ending September 30, 2014.

Lighting Initiative

The Authority is currently working on the 2nd & Washington Garage. The updates should be completed by year end. Savings are currently being recognized in 4th & Cherry and Front & Washington.

Hardware/Software Upgrades

The server was replaced this month. Along with the server, four desktop computers were replaced. Our accounting software, MAS90, also required an upgrade with the switch to Windows 7. There are additional desktops included in the 2013 budget. Over the next couple of years the Authority would like to have all the desktops replaced with Windows 7.

2012 Budget Review

The Finance Manager addressed the financial status of the Budget/Revenue for 2012.

-Operating Budget: The Authority is \$218,610 under budget for operations. Some of the line items are paid up front (elevator contracts, insurance, etc.) which skews early budget compliance. The high cost of worker's compensation insurance for 2012 is also adversely affecting budget projections.

-Revenue Report: The Authority revenues are \$5,713 ahead of last year's revenue at this time. The garage's revenues are up \$166,835 over last year, but violations are down \$221,899. Back logs in the courts are being addressed by the administrative courts.

-Cash Flow: The cash flow as of 31 September 2012 is \$6,301,629 compared to \$6,291,756 in 2011.

Motions for the Board

1. That the board passes a motion to accept the minutes from the last board meetings. Motion 2012-56.

2. That the board accepts the accounts payable from the previous meeting. Motion 2012-57.

3. That the board authorizes the bond payment of \$3,008,205.60 to be made on November 1, 2012. Motion 2012-58. The motion was made by Mr. Wegman and seconded by Mr. Cianciosi. The motion passed.

4. That the board approves the agreement with Wohlsen Construction for use of the Doubletree Garage during construction of the Doubletree Hotel. Motion 2012-59. The motion was made by Mr. Cianciosi and seconded by Mr. Carbajal. The motion passed.

5. That the board approves the addendum to the agreement of sale dated March 15, 2012 between Lincoln Hotel, LP and Reading Parking Authority. Motion 2012-60. The motion was made by Mr. Cianciosi and seconded by Mr. Carbajal. The motion passed.

6. That the board authorizes Ms. Gilfert and Mr. Cianciosi to be authorized individuals to sign on the National Penn Investors Trust account. Motion 2012-61. The motion was made by Mr. Carbajal and seconded by Mr. Wegman. The motion passed.

7. That the board approves sending a member to join the Administrative Study Group. Motion 2012-62. The motion was made by Mr. Wegman and seconded by Mr. Carbajal. The motion passed.

8. That the board directs Ms. Gilfert to work in conjunction with the Mayor's staff regarding implementing an Integrated Parking Management system. Motion 2012-63. The motion was made by Mr. Wegman and seconded by Mr. Cianciosi. The motion passed.

9. That the board increases the current meter lease from \$400,000 to \$1,000,000 for 2013. Motion 2012-64. The motion was made by Mr. Wegman and seconded by Mr. Carbajal. The motion passed.

Solicitor's Report: Wohlsen Construction Company has requested to use the Doubletree Garage during the construction on the Doubletree Hotel to store equipment. A motion will be required.

Approval of Accounts Payable

Motion 2012-57 was made by Mr. Carbajal and seconded by Mr. Cianciosi to accept the accounts payable. The motion passed.

Old Business

Analysis of Pango and the current ticketing system, Clancy, was presented to the board.



Initial Analysis

Pango is a cell phone based parking management system. The following benefits are offered by such a system.

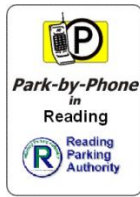
Pro's

1. Allows for revenue collection beyond metered areas.
2. Progressive rate structure is available.
3. Offers a credit card payment option both at metered areas and non-metered areas.
4. Offers a mobile app. for smart phone users.

Con's

1. Requires increase in manpower to enforce.
2. Requires action by city council to change/eliminate ordinances.
3. Will not integrate with current ticket vendor Clancy Systems.
4. Very labor intensive for Enforcement Officers.

Initial Analysis



Clancy Systems is our current ticket vendor. Clancy also offers a pay-by-phone option. The following benefits are offered by such a system.

Pro's

1. Allows for revenue collection beyond metered areas.
2. Progressive rate structure is possible.
3. Offers a credit card payment option both at metered areas and non-metered areas.
4. Offers a mobile app. for smart phone users.
5. Already integrated into our current ticket issuance system.
6. Minimal effect on Enforcement Officers.

Con's

1. Requires increase in manpower to enforce.
2. Requires action by city council to change/eliminate ordinances.

New Business

The board is required to have authorized individuals on the National Penn Investors Trust Pension account. Motion 2012-61

Executive Session

Executive session was to discuss a real estate transaction and personnel issues. The meeting adjourned at 8:05pm.

RPA Next Regular Meeting

The next board meeting is scheduled for 19 December 2012.